Your Name  
City, State, Zip Code  
Phone number, Email  

Date  

Name of Contact Person  
Title  
Company/Organization  
City, State, ZIP Code  

Dear ________,  

OPENING STATEMENT: State the position for which you are applying and how you heard about it. Briefly introduce yourself and address your interest in the position. What is it about the company that draws you?  

SELL YOURSELF: Expand on your skills/ abilities/ experience that relate to the job. Emphasize two or three accomplishments that highlight your qualifications (e.g., problem-solving skills, collaboration, effective communication, initiative). What are the needs of the job and what skills can you contribute? Make sure to research the company and identify what are their mission, vision, and values.  

PUSH FOR AN INTERVIEW: Restate your interest in the position and thank the employer for their time and consideration. Request an Interview.  

Sincerely,  

Signature  

Your name typed  

Source: UCLA’s Career Center Cover Letter Guide.